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ABSTRACT

This employee's manual is part of a position simulation for use in an office applications laboratory at the postsecondary level. The purpose of the simulation is to give the student an opportunity to learn the tasks and duties performed by a legal secretary. Contents include information about the company, a job description for a legal secretary in the company, office rules and regulations (office procedures), a company organizational chart, lists of required supplies and forms, information on employee/student evaluation, evaluation sheet, a list of personal qualities of a good legal secretary, and a glossary. Representative samples of work completed by a legal secretary are attached, including a complaint, subpoena, power of attorney, complaint for divorce, deposition, notice of lis pendens, last will and testament, garnishment, retainer agreement, warranty deed, quit-claim deed, client work sheet, request for hearing, balance sheet, income statement, and capital statement. (YLB)

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OFFICE OCCUPATIONS

ED249404

Mae Conn and Associates

A Legal Secretary Position Simulation

Employee's Manual

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Georgia Department of Education

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Division of Program Development
Office of Vocational Education
Georgia Department of Education
Atlanta, Georgia 30334
Charles McDaniel, State Superintendent of Schools
1982

UPD 7728/7-82

MAE CONN AND ASSOCIATES

A Legal Secretary Position Simulation

Developed by

Macon Area Vocational-Technical School
Macon, Georgia

Revised by

Georgia State University
Atlanta, Georgia

Project Supported by

Office of Vocational Education
Georgia Department of Education
Division of Program Development
Atlanta, Georgia 30334

Dr. Charles McDaniel, State Superintendent of Schools

1982

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FOREWORD

This legal secretary position simulation was designed to be used in an office applications laboratory at the postsecondary level. Its purpose is to give the student an opportunity to perform those tasks and duties that may be performed by a legal secretary.

Appreciation is expressed to Mr. K. Gerald Allen, Project Coordinator, and to the business education instructors at Macon Area Vocational-Technical School for the development of these materials.

Appreciation is also expressed to the many business education instructors throughout the state who field tested and provided invaluable feedback on these materials as a part of this revision effort.

Sincere thanks go to Dr. John H. Lloyd, Director, Program Development Division, Georgia Department of Education, for his continued encouragement, support, and leadership in this revision effort.

Dr. Harmon Fowler
Project Director
Office Simulation Project

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Assistant Project Director
Office Simulation Project

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

M E M O R A N D U M

TO: New Employees

FROM: Mae Conn *mc*

SUBJECT: Mae Conn Office Procedures

We are pleased to welcome you to MAE CONN AND ASSOCIATES as a legal secretary. We hope your employment here will be very enjoyable and successful.

Upon entering this firm, your first responsibility is to study and become familiar with the Employee's Manual. This manual is a guide to all our legal procedures. It contains instruments on how to type legal documents, examples of these documents, how to handle new clients, styles of letters used in our office, etc. Before starting your duties, please read and study this manual very carefully.

In your Employee's Manual on Page 10 is a list of supplies needed to organize your work area. You will need to obtain these supplies before beginning work.

You will notice that there are four individual packets contained in this position simulation. After reading the Employee's Manual, you should begin with Packet No. 1. The first sheet inside of this packet, as well as succeeding packets, contains a calendar for one, eight-hour day in a legal office. This calendar lists in order the jobs to be completed. After each packet is completed, you should turn the work in to your instructor for evaluation.

M A E C O N N A N D A S S O C I A T E S

Attorneys at Law

About the Company

MAE CONN AND ASSOCIATES, Attorneys at Law, is located at 3300 Macon Tech Drive, Macon, Georgia 31206. The telephone number is (912) 781-0551.

Attorney Conn began her law practice in 1960 but found that she was getting more cases and other legal work than she could handle. Mr. Phillip Swartz, III, was hired in 1966 as the first associate. He hired Miss Brenda Davis as his personal secretary. Four years ago Miss Mary Griffis was hired as the second associate, forming MAE CONN AND ASSOCIATES, Attorneys at Law. Mrs. Amber Richardson was hired as Miss Griffis' personal secretary. Mrs. Linda Brown is the bookkeeper.

You (the student) have been employed by Mrs. Conn as her personal secretary. Your main duties include screening all her calls; making appointments; maintaining a daily itinerary of activities; typing legal forms and documents; helping the bookkeeper with typing bills, checks, receipts, financial statements and expense reports; reconciling bank statements; and making receipt deposits. You will also supervise the secretarial staff when the lawyers are out of the office, making sure all work is completed correctly, helping when work piles up, and coordinating the total work load.

MAE CONN AND ASSOCIATES is now one of the leading law firms in Macon, handling all phases of law.

Job Description

You will be working in the office of Mae Conn and Associates, Attorneys at Law. You will receive instructions from Attorney Conn. The office hours at Mae Conn and Associates are from 9:00 a.m. to 5:00 p.m., Monday through Friday. All employees will have one hour for lunch. At least one secretary should be in the office at all times.

You will share an office with Miss Brenda Davis and Mrs. Amber Richardson. Each of you will handle your own work load as well as share receptionist duties. If the work load becomes too heavy, you will help each other.

Telephone courtesy is of utmost importance and will play a vital part in your duties as a legal secretary. You will be receiving calls and making calls for Attorney Conn and possibly for Attorneys Swartz and Griffis. You will answer the phone promptly and pleasantly, ready to take all messages. The telephone memo pad and a pen should always be kept by the telephone. You should ask for the name of the caller and, if the client is not reluctant to give information, ask the nature of the business.

You will be required to keep a personal telephone directory listing frequently called numbers. Such a directory is provided for your convenience. Be sure that all telephone numbers are entered accurately.

When placing a call for one of the attorneys, make sure that the attorney is available when the person he/she is calling answers. This is a matter of courtesy.

How the Student/Employee Fits into the Overall Flow of Work

A look at the organizational chart will show you that you work for, and answer directly to, Attorney Conn. Attorney Conn relies heavily on your expertise in all areas. In general, you coordinate the work of the office staff to make certain that everything operates efficiently.

The bookkeeper, Mrs. Linda Brown, answers directly to you; and you are responsible for conveying financial information directly to Attorney Conn. The associates' secretaries will rely on you for advice and technical information in carrying out their secretarial tasks.

When the secretarial work load becomes unbalanced or heavy on any of the legal secretaries, you are responsible for alleviating the problem. Getting the work out efficiently might require redistributing the work, overtime, investigating new methods of producing the work, or bringing in a temporary office worker. The operation of this law office is a team effort.

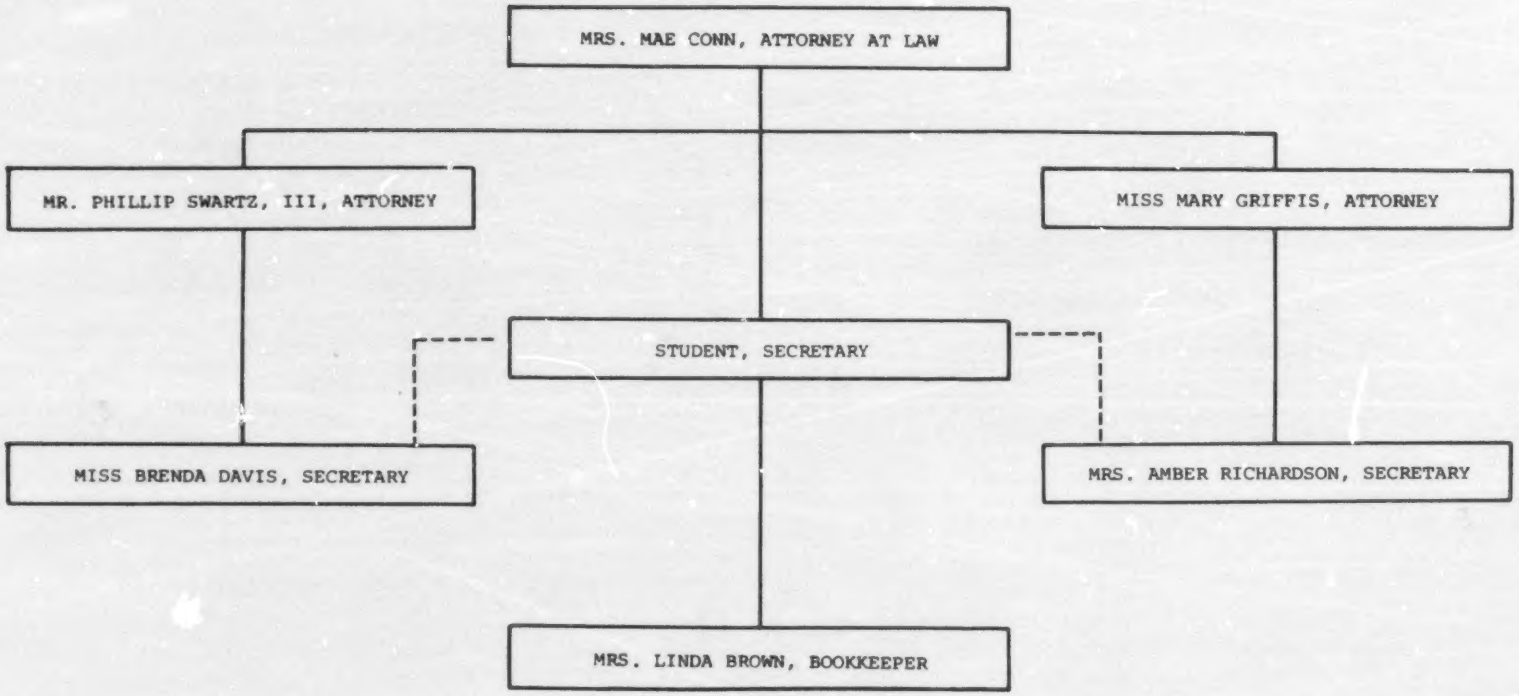
Office Rules and Regulations

Procedures and formats differ from state to state and jurisdiction to jurisdiction on the typing of legal documents and correspondence. However, the following section of this Employee's Manual will set forth the office rules and regulations required in the office of Mae Conn and Associates.

Letters - All letters are to be typed on letter stationery. The letter style to be used is modified block with mixed punctuation. (SEE PAGE 43) Type your initials on the reference line.

MAE CONN AND ASSOCIATES, ATTORNEYS AT LAW

ORGANIZATIONAL CHART


MRS. MAE CONN, ATTORNEY AT LAW
MR. PHILLIP SWARTZ, III, ATTORNEY
MISS MARY GRIFFIS, ATTORNEY
STUDENT, SECRETARY
MISS BRENDA DAVIS, SECRETARY
MRS. AMBER RICHARDSON, SECRETARY
MRS. LINDA BROWN, BOOKKEEPER

Most legal offices use a subject line in their correspondence. Instead of typing the word "subject," type the word "RE:" and then type the subject of the letter. Place the subject line on the left margin on a double space below the salutation.

When typing the inside address on the envelope, make sure to use the two-letter state abbreviations and the correct Zip Code.

After typing the composer's name, double space and on the left margin place your reference initials in lower case letters. If an item is to be enclosed with the letter, make sure you type the word "Enclosure" a double space below your reference initials. Always make sure one carbon copy is prepared for your files.

Sometimes a carbon copy of a letter is sent to someone other than the person to whom the letter is addressed. Therefore, you may need to prepare two carbon copies. Type "cc" (carbon copy) a double space below your initials and the name of the person the carbon copy is going to.

Envelopes - Prepare an envelope for each piece of correspondence leaving the office. The new mailing procedure suggests that the address be typed in all capital letters with no punctuation. Only one space is needed between the two-letter state abbreviation and the Zip Code.

MRS JEAN WILLIAMS
5512 FIRST STREET
MACON GA 31206

Mail - You are expected to sort the mail as soon as it arrives and take care of any matters that do not require Attorney Conn's personal attention. All correspondence should be transcribed the same day it is dictated, even if this requires working late.

Appointment calendar - Appointments, meetings, speeches, etc., are scheduled in advance; therefore, it is important that you keep an accurate record to avoid conflicts in meeting times and dates. These recordings are made in your monthly appointment calendar and must be checked at the beginning of each day. When you receive information about appointments and court dates, record it immediately. Be sure that all recordings are legible.

Files - Each client will be assigned a number for confidential purposes. All correspondence is filed in each client's folder chronologically with most recent date first. All documents are filed behind the correspondence in chronological order according to date of signature.

Legal documents - Type all legal documents on legal cap. Legal cap is legal-size paper (8½ x 13) with blue or red left and right-ruled margins. When typing on legal cap, set your margin two spaces to the right of the ruled line on the left side and two spaces to the left of the ruled line on the right side. You should never type beyond these ruled margins.

Double space all legal documents with the exception of land descriptions and quoted matter. Indent paragraphs ten spaces.

Begin the first line of typing two (2) inches from the top of the first page. All other pages should have one and one-half (1½)-inch top margins. Leave a bottom margin of approximately one (1) inch.

Page numbers in legal documents should be centered between the ruled margins, one-half inch from the bottom. The page number is omitted on the first page unless otherwise indicated.

Type the signature lines of the makers on the right-hand side of the document and the witnesses' signature lines on the left-hand side of the document. Signature lines are about three (3) inches long, and three or four lines are left between them. Type the name as it is to be signed immediately below the signature lines in all capitals.

Two lines of typing must appear on the page that contains the signatures.

When typing figures, type the figure in words first and following this, type in the figure in parentheses. Example:

One hundred and fifty dollars ($150.00)
fifteen (15) years, five (5) months

Anytime an individual's name is typed in a legal document, it is always typed in capital letters. Names in letters are typed as usual.

Titles of legal documents should be typed in all capitals and centered between the ruled lines on legal cap.

All legal documents should be put in legal backs. A legal back is the container (covering) for a legal document.

Preprinted forms - Forms are used frequently in law offices because they save time for both the secretary and the attorneys. When forms are used, be very careful that all the necessary information on the form is filled in.

Set your margins on a form by using the same margins as are set up on the form. If the form provides enough space, double space; if not, single space.

When typing on preprinted lines, adjust the typewriter so that

that the tails of the letters (g, y, p, j) come just to but do not actually touch or intersect the line.

A blank space should never be left on a printed form. When this occurs, use black ink and a ruler to draw a "Z" to fill up unused space to prevent unauthorized information from being added to the document.

Corrections - Erased and corrected words should always be kept to a minimum in legal documents. If an error is made involving more than a few letters in a word, the page should be retyped. Corrections are not permitted at all when they involve names, amounts, measures, or other important phrases.

In very important documents, such as wills, no erasing is allowed. If an error is made before the document is signed, it should be retyped. If the error was found after the document has been signed, the correction should be initialed by the signer of the document.

Word division - The hyphenation of words at the end of a line in a legal document should be avoided.

Filing - A client folder is prepared each time the firm accepts a new client. A numerical filing system is used for the client file. Each new client is assigned a permanent file number upon entering the firm for legal advice.

These client numbers are recorded also on a 3 x 5 inch index card, which is kept in alphabetical order for easy reference. These index cards include the client's name, address, telephone number, and client file number. These index cards should be readily available at all times so as to look up a client's folder number.

When filing correspondence and documents in the client's folder, file the correspondence in front of the folder. Place the most recent correspondence in the front of the folder and place the most recent documents on top of the documents in the back of the folder.

Supplies and Forms

You will need to make sure all the following supplies and forms are available.

Supplies Needed

Legal Cap
Carbon Paper
Legal Typing Paper
Eraser
Letterhead
Calendar
Envelopes
File Folders

Forms Needed

Garnishment Form
Security Deed
Warranty Deed
Quit-Claim Deed
Request for Hearing
Client Worksheet
Retainer Agreement
Authorization for Medical Information

Evaluation

All employees of Mae Conn and Associates are expected to apply all their skills and knowledge. Opportunities for advancement and salary increases will be based on employee evaluations.

You will be observed and checked informally by your supervisor constantly during the year. A formal evaluation of your work will be completed twice yearly. This evaluation will be completed on the employee evaluation sheet shown on Page 11 . The evaluation will be followed by a conference with your supervisor. This conference will give you the opportunity to improve yourself in every respect.

MAE CONN AND ASSOCIATES

Employee Evaluation Sheet

The Supervisor will use this form to evaluate each employee. For each quality on the left, select the group of words on the right that best describes the employee. Circle the appropriate block. After rating the employee on all qualities, add and record the total points.

Name_____ Date_____ Total Points_____

Present Position_____ Rated by _____

	10	8	6	4
Attendance	Excellent	Sometimes absent	Often absent	Undependable; gives no notice
Punctuality	Excellent	Sometimes late	Often late	Undependable; gives no notice
Work attitude	Enthusiastic	Average interest	Below average	Seems indifferent
Attitude toward fellow workers	Always congenial/ cooperative	Average tact cooperation	Sometimes difficult to work with	Inclined to be quarrelsome/ uncooperative
Initiative	Seeks additional tasks/self-reliant	Works without waiting for directions	Waits unnecessarily for directions	Puts off work
Knowledge of job and phases of work	Exceptional	Adequate	Inadequate	Very poor
Quality of work; consider neatness/accuracy, dependability, thoroughness	Exceptional	Average	Below average when under pressure	Unsatisfactory
Quantity of work	Able to handle additional work	Keeps up with daily work	Sometimes slow	Cannot keep up with daily work
Reliability--under pressure, deadlines, heavy work loads	Can always be counted on	Usually can be counted on	Unreliable under pressure	Cannot handle pressure
Learning flexibility	Learns quickly	Average ability to to change	Slow to learn	Unable to change or learn

You should periodically use the employee evaluation sheet to evaluate yourself. If you work to improve an area that you know you are weak in, your supervisor should then give you a better rating when you are formally evaluated.

If you strive to improve in every area of weakness, you will increase your chances for advancement.

Code of Ethics

The legal secretaries in the office of Mae Conn and Associates adhere to the "Code of Ethics of the National Association of Legal Secretaries," on Page 15.

Personal Qualities of a Good Legal Secretary

Discretion - You must keep in confidence any and all information you learn about clients. You are bound by the same Code of Ethics as your boss.

Never divulge to anyone the contents of written documents without your boss's permission.

Loyalty and Dedication - The demands upon a legal secretary are numerous and great. You must develop a sense of dedication to succeed.

A deep sense of loyalty to your boss and firm is necessary to withstand the demands of your work. The demands of your work are put above your personal feelings. If you feel unfair demands are being made on you, discuss your feelings with your boss.

Initiative and judgment - You will be expected to take the initiative and exercise good judgment but always remain within limits set for you by the firm. Remember, your actions represent

the law firm that you work for.

Accuracy in handling details - You must be extremely conscientious, precise, and accurate. Missing a deadline for filing a court paper or taking a discount may result in the loss of a case or cost the firm money.

Adaptability - Priorities are set to insure the best interests of the firm, attorney, and the client. You will be pressured by deadlines, and you must be able to stop one unfinished job and start another that is more urgent. You must never assume that you know all the answers. If you are in doubt about a procedure, you can always ask the attorney. Also, be alert to changes in court rules, methods of preparing new documents, and new kinds of cases. Be professional.

Understanding of human nature - Law is concerned with people who often have serious problems. Your empathy with clients and your understanding of their problems and feelings can do much to make their relationship with the attorney an easier one. Apply your understanding of human nature with your boss, clients, and fellow workers.

Eagerness to learn - Growing professionally and learning are ongoing processes. You should join and be active in the professional organizations in your field. Continue education through evening and extension courses. You should learn daily through contacts with office staff and your boss.

Appearance - Dress appropriately for the job. Avoid the ultra-feminine look or distracting outfits. (Save the flamboyant clothing and the peasant outfits for weekends or after hours.)

Select comfortable clothes with the hope of presenting your best possible appearance.

Many offices prefer that women not wear pants in the office, while others approve of conservative pantsuits for business wear. Follow the rules set in your particular office.

Dressing appropriately and attractively will show the world that you really do mean "business."

Telephone manners - A good telephone voice contains a smile. It is a voice with variety in its expression and tone and one that pronounces words clearly and carefully.

Whoever answers the telephone for a business has tremendous power to help further the company's objectives or to hurt them. The voice of the person speaks for the spirit of the firm. When talking on the phone, you are the law firm of Mae Conn and Associates.

CODE OF ETHICS

OF

NATIONAL ASSOCIATION OF LEGAL SECRETARIES

The first duty of a legal secretary is loyalty to his/her employer.

It shall be the duty of every legal secretary at all times to maintain a high standard of courtesy in all contacts with law offices, clients, courts, and any and all persons.

It shall be unethical for any secretary or employee in any law office to divulge the contents of any document in the possession of his/her employer without first having obtained the consent of said employer, or to discuss, maliciously or otherwise, with any person, matters of a confidential nature, knowledge concerning which may come to him/her by virtue of his/her employment.

It shall be the duty of every legal secretary to maintain harmonious cooperation with his/her associates.

Glossary

ACKNOWLEDGMENT - An act by which one who executes (signs) an instrument declares to a notary public that he or she did sign the instrument. The term acknowledgment also refers to the written statement at the end of the instrument which is signed by the notary public to certify that the person made such a declaration.

AFFIDAVIT - A written statement sworn to and signed in the presence of a notary public or other officer authorized to administer oaths; may serve as proof of a fact (identity, age, marital status, etc.) when no other evidence is available.

AGENT (ATTORNEY IN FACT) - One to whom authority is given to act in another's name. The powers granted to an agent may be general or may be limited to specific matters.

AGREEMENT - An understanding between two or more parties to act or abstain from acting in a certain manner or give some particular thing. An agreement may or may not be legally binding, depending on whether it contains all of the elements required of a legal contract.

ANSWER - A written response of the defendant to charges stated in a complaint. The answer may contain counterclaims against the plantiff.

ATTESTATION CLAUSE - A written statement signed by witnesses to the signing of an instrument certifying that they saw the instrument signed; for example, the witnessing of signatures to a will.

ATTORNEY IN FACT (AGENT) - One to whom authority is given to act in another's name. The powers granted to an attorney in fact may be general or may be limited to specific matters.

BENEFICIARY - One to whom property is left under the terms of a will; or one who benefits from an insurance policy or a trust fund.

BRIEF - A written or printed document prepared by an attorney as the basis for the attorney's argument in an appellant court.

CAPTION - The heading on a court document containing the name of the court in which the suit is brought, the names of the plantiff and defendant, and the title of the document (complaint, answer, etc.)

CERTIFICATE OF SERVICE - A written statement at the end of a court document (signed by the attorney initiating the document) certifying that the document has been mailed or delivered to the opposing attorney.

COMPLAINT - First court paper prepared to initiate a law suit. The complaint states the grounds for the suit and states the relief requested by the plantiff. It is generally delivered to the defendant with a summons.

CONSIDERATION - Something of benefit given under the terms of a contract. May be money, property, performance of a legal act that one would not otherwise perform, or the promise not to do something that one would otherwise be free to do.

CONTRACT - A legally binding agreement. To be enforceable at law, a contract must have four elements: (1) it must contain an offer and acceptance; (2) parties to the contract must be competent--that is, have power to contract under law; (3) it must not require any illegal act; and (4) consideration (something of benefit) must be given to the person making a promise in a contract.

COUNTERCLAIM - Claim made by the defendant against the plantiff in the defendant's answer. A defendant who wants to make a claim against the plantiff may use a counterclaim to avoid the necessity of instituting a separate law suit against the plantiff.

COURT PAPERS (PLEADINGS: LITIGATION PAPERS) - Documents filed with the court to initiate law suits. Examples are complaints, summonses, answers, interrogatories, and subpoenas.

DEED - A legal instrument used to convey title of real estate from one party to another.

DEFENDANT - The accused or sued party in a court case.

DEPONENT - One who makes an affidavit, which is a written statement sworn to under oath.

DEPOSITION - Testimony given under oath.

ENDORSEMENT - Information typed or printed on a legal back to identify the document and the parties to the document. Endorsement of an instrument: writing one's legal name on a negotiable instrument.

EXECUTED COPY - A copy of a legal document that has been signed and dated--and notarized if the document needs to be notarized.

EXECUTOR - One named by the testator (maker) of a will to see that the provisions of the will are carried out.

GARNISHMENT - A legal process to reach the money or effects of a defendant, in the possession or control of a third person.

GRANTEE - One to whom title to property is conveyed (transferred).

GRANTOR - One who conveys (transfers) title of property to another.

INTERROGATORIES - Written questions submitted by the plantiff's or defendant's attorney to the opposing party in a law suit. The purpose of interrogatories is to secure information that will enable the attorney to better prepare the case for court.

JURAT - A clause in a verification or an affidavit stating that the facts in the affidavit or in the instrument being verified have been sworn to before the notary public on the date indicated.

LEGAL BACK - A sheet of heavy paper, slightly larger than a legal document in which the document is fastened for protection. An endorsement identifying the document is frequently typed on a legal back.

LEGAL INSTRUMENTS - Documents that are legally binding but which are not prepared in connection with a court case. Examples of legal instruments include affidavits, powers of attorney, wills, deeds, and contracts.

LIS PENDENS - A pending suit.

LITIGATION PAPERS (PLEADINGS; COURT PAPERS) - Documents filed with the court to initiate law suits or to defend clients against law suits. Examples are complaints, summonses, answers, interrogatories, and subpoenas.

NOTARY PUBLIC - A public officer authorized to administer oaths, certify documents, and take affidavits.

PLAINTIFF - The party who initiates a suit in a court action.

PLEADINGS (LITIGATION PAPERS; COURT PAPERS) - Documents filed with the court to initiate law suits or to defend clients against law suits. Examples are complaints, summonses, answers, interrogatories, and subpoenas.

POWER OF ATTORNEY - A legal process (and the document used in that process) in which one party (known as the principal) authorizes another (known as the agent or attorney in fact) to act in the principal's name. A power of attorney may give the agent power to do anything that the principal could legally do, or it may grant power to perform only specific types of transactions for the principal.

PRINCIPAL - One who grants to another the authority to act in his or her name.

QUITCLAIM - To release or relinquish claim or title to, especially in deeds to realty.

REAL ESTATE (REAL PROPERTY) - Land, including natural resources and man-made improvements thereon.

SECURITY DEED - Indemnification; the term is applied to an obligation, such as a mortgage or deed of trust, given by a debtor to insure the payment or performance of his/her debt, by furnishing the creditor with a resource to be used in case of the debtor's failure to fulfill the principal obligation.

SUBPOENA - Court document used to command a witness to appear for the purpose of giving testimony in a legal proceeding. A subpoena may require the witness to appear in court to give testimony or to appear at some other designated place for the purpose of giving a deposition (sworn statement) to be used in court.

SUMMONS - Written notice from the court to a defendant demanding that the plantiff's complaint (which is generally served with the summons) be answered within a specified number of days. The summons is generally prepared by the plantiff's attorney, but signed by a clerk of the court.

TESTATOR - One who makes a will.

VERIFICATION - A sworn statement made by a qualified person stating that the information contained in a court document is true. A notary public must administer the oath to the person making the verification. If a complaint is verified, the answer to the complaint must also be verified.

WARRANTY DEED - A deed warning that the grantor has the right to transfer the title of the property specified in the deed.

WILL (LAST WILL AND TESTAMENT) - A legal instrument in which an individual states how his or her property is to be disposed of after death.

Z-RULING - The drawing of a large Z in the unused space on preprinted forms to prevent the later addition of unauthorized information.

Samples of Completed Work

Representative samples of work completed by a legal secretary can be found on the following pages. Remember, that these are samples and there may be other ways that the work illustrated in these samples may be done.

IN THE STATE COURT

FOR THE COUNTY OF BIBB

STATE OF GEORGIA

GLENDA S. TAYLOR
Plaintiff

Civil Action No. 123

VS.

JOHN R. HANCOCK
Defendant

COMPLAINT

Comes now, GLENDA S. TAYLOR, hereinafter referred to as plaintiff, and brings this her complaint against JOHN R. HANCOCK, hereinafter referred to as defendant, and respectfully shows the court as follows:

1.

That defendant is a resident of Macon, Bibb County, Georgia and subject to the jurisdiction of this court.

2.

That on the 5th day of March, 19--, the defendant owned a 1974 Ford Pinto automobile and said automobile was used by the said defendant as a family purpose vehicle.

3.

On the 5th day of March, 19--, the defendant while in the use of said vehicle, was operating the same on Pio Nono Avenue when the same ran out of gas, and defendant parked said automobile on said highway and left the same to go and seek assistance in securing gasoline for the said vehicle.

4.

As a result of the negligence of the defendant, in leaving the said family purpose automobile parked unattended on the said highway at approximately 12:15 a.m. on a rainy night without any warnings whatsoever, to approaching traffic, the plaintiff was injured when the automobile she was driving suddenly, and without any warning came upon said parked vehicle and collided with the same.

5.

As a result of the negligence of defendant, plaintiff suffered severe injuries from which she did suffer, does now suffer, and will continue to suffer in the future.

6.

WHEREFORE, plaintiff prays that process issue in terms of law, that she have judgment against the defendant in the sum of $25,000, cost of these proceedings and such other and further relief as is just.

MS. MAE CONN
Attorney for Plaintiff

By:_____

BEST COPY AVAILABLE

IN THE SUPERIOR COURT

FOR THE COUNTY OF BIBB

STATE OF GEORGIA

Julia P. Shurling
Plaintiff

Civil Action No. 1070

VS.

Ricky A. Shurling
Defendant

SUBPOENA

TO: Payroll Supervisor
Jonas Manufacturing Company
3600 Jonesco Drive
Macon, GA 31206

GREETINGS:

You are hereby commanded, that, laying all other business aside, you personally be and appear at the Superior Court courtroom, Bibb County Courthouse, Macon, Georgia, at 10:00 a.m. on the 15th day of April, 19--, then and there to be sworn as a witness in the above-captioned action for the purpose of giving testimony on oral examination.

You are further commanded to bring with you at that time and place the materials specified in the attached list which is made a part hereof by reference hereto, which is within your possession, custody, or control, in order that they may be inspected and inquired into.

Herein fail not under penalty of law.

Witness my hand and seal of the Court, this ____day of _____, 19___.

_____
Deputy Clerk, Bibb Superior Court

****

The foregoing Subpoena was served this _____day of _____, 19_____.

_____
Deputy Sheriff, Bibb County, Georgia

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That I, Jane B. Horton of the County of Bibb, City of Macon, State of Georgia, have made, constituted and appointed, and by these presents do make, constitute and appoint, Randolph J. McFarland of said State, City and County, my true and lawful attorney for me in my name, place, and stead, and for my use and benefit, to make, do and transact all and every kind of business of whatsoever nature and kind, and to contract and to bind me as completely as if I might bind myself to do all and every kind of business of whatsoever nature.

This Power of Attorney is intended to be complete and to grant unto the said Randolph J. McFarland full power and authority to do and perform all and every act and thing that I might do or could do if personally present.

WITNESS MY HAND, THIS 14th day of May, 19--.

STATE OF GEORGIA

COUNTY OF BIBB

Signature _____ (SEAL)

Printed _____

Before me, a Notary Public in and for said County and State, personally appeared Jane B. Horton _____, who acknowledged the execution of the foregoing Power of Attorney.

WITNESS my hand and Notarial Seal, this 14th day of May, 19--.

My commission expires

_____

Signature _____

Printed _____

Notary Public

BEST COPY AVAILABLE

IN THE SUPERIOR COURT

FOR THE COUNTY OF BIBB

STATE OF GEORGIA

SARAH JONES
Plaintiff

Civil Action No. 4010

VS.

SAMMY JONES
Defendant

COMPLAINT FOR DIVORCE

Comes now SARAH JONES, as plaintiff, and brings this her complaint for divorce against SAMMY JONES, as defendant, and shows the court:

1. The defendant is a resident of Bibb County, Georgia, and is subject to the jurisdiction of this court.

2. Plaintiff is a resident of the State of Georgia and has been for more than six months immediately preceding the filing of this complaint.

3. Plaintiff and defendant were married March 21, 1974.

4. Plaintiff and defendant separated June 29, 1979, and have lived in a bona fide state of separation since that time.

5. As grounds for divorce, plaintiff says the marriage between the parties is irretrievably broken. Plaintiff requests that she be granted a divorce as provided by Georgia Code Ann. §30-102(13).

6. There are no children born of this marriage, and for that reason plaintiff requests that her name be restored to Sarah Carson.

7. Plaintiff and defendant have entered into an agreement providing for the support and maintenance of the wife, division of their property, and settlement of their community property rights. Said agreement is hereto attached and by reference thereto is made a part hereof.

WHEREFORE, plaintiff demands that she be granted a divorce from the defendant, that her name be restored to Sarah Carson, and that the agreement reached between the parties and made a part of the record in this case be made the judgment of the court as to all issues in said case.

MAE CONN & ASSOCIATES
Attorneys for Plaintiff

By_____
Mae Conn

MAE CONN & ASSOCIATES
3300 Macon Tech Drive
Macon, GA 31206

Personally appeared before the undersigned officer authorized by law to administer oaths, the deponent herein, who, on oath, deposes and says that the facts contained in the foregoing document are true and correct.

_____
SARAH JONES

Sworn and subscribed before me, this _____ day of _____, 19__.

_____
Notary Public

My commission expires: _____

BEST COPY AVAILABLE

IN THE SUPERIOR COURT

FOR THE COUNTY OF BIBB

STATE OF GEORGIA

CAROL BECKIE COLLINS
Plaintiff

Civil Action No. 2033

VS.

JAMES E. RANDOLF
Defendant

DEPOSITION

On August 15, 19--, Jo Ann Howard, Notary Public, State of Georgia, proceeded to take the deposition of the plaintiff in the above-named and stated case, same being taken as provided in the agreement filed in this case and there being present only said witness, plaintiff, and Mae Conn, Attorney at Law. After first being duly sworn, the plaintiff testified as follows:

Q. Would you state your name, please?

A. Carol Beckie Collins

Q. To whom are you married?

A. James E. Randolf

Q. At the time of the filing of your complaint for divorce, in what county did you reside?

A. Bibb

Q. Had you been a resident of the State of Georgia for more than six months immediately preceding the filing of your complaint for divorce?

A. Yes, I have

Q. When were you and your husband married?

A. July 4, 1968.

Q. When did you separate?

A. July 20, 1979

Q. Is this marriage irretriveably broken?

A. Yes

Q. Can it be saved?

A. No

Q. Do you want the Court to grant you a total divorce?

A. Yes, I do

Q. Have you and your husband entered into an agreement providing for the disposition of your property and the custody and support of your children?

A. Yes, we have

Q. Do you want the Court to make this a part of the judgment of the Court?

A. Yes, I do

_____
Notary Public

IN THE SUPERIOR COURT

FOR THE COUNTY OF BIBB

STATE OF GEORGIA

JOAN CECIL RODGERS
Plaintiff

Civil Action No. 1115

VS.

HARRY W. RODGERS
Defendant

NOTICE OF LIS PENDENS

TAKE NOTICE that on the 27th day of January, 19--, JOAN CECIL RODGERS, as plaintiff, filed a complaint against HARRY W. RODGERS, as defendant, seeking relief against the following described property, to wit:

All that tract or parcel of land lying and being in the West Macon District of Bibb County, Georgia and known as Lot 41 of the subdivision known as Madison Lane, according to a map and plat of survey recorded in the Clerk's Office, Bibb Superior Court and rerecorded in Plat Book 15, Folio 201 said Clerk's Office, to which reference is hereby made for a more complete description.

All that tract or parcel of land lying and being in the West Macon District of Bibb County, Georgia and known as Lot 50 of the subdivision known as Madison Lane, according to a plat of survey recorded in the Clerk's Office of the Bibb Superior Court in Plat Book 9, Folio 422, to which reference is made for complete description.

Said action was brought in the Superior Court of Bibb County, Georgia and this notice is filed in the office of the Clerk of the Superior Court of Bibb County, Georgia, wherein said real property lies; and the relief sought in said action is to subject said property to a judgment for alimony and support for plaintiff and the minor children of the parties. This notice is given in order that said pending action may operate as a lis pendens as to the above described real property, all in accordance with the laws of the State of Georgia.

This is the 27th day of January, 19--.

MAE CONN & ASSOCIATES
Attorneys for Plaintiff

By:_____

MAE CONN & ASSOCIATES
3300 Macon Tech Drive
Macon, Georgia 31206

LAST WILL and TESTAMENT

OF

JENNIFER SWINNEY

I, JENNIFER SWINNEY, of said State and County, do make and publish this my Last Will and Testament, hereby revoking all Wills heretofore made by me.

ITEM I.

(a) I wish my body buried in a suitable manner and a suitable memorial erected and the cost thereof paid out of my estate.

(b) All of my just debts shall be paid out of my estate as soon as practicable.

ITEM II.

All of the rest, residue and remainder of my property of every kind and description and wherever located, including any lapsed or void legacy or devise, I give, devise and bequeath to my daughter, STACY SWINNEY and son, JAMES SWINNEY, to be theirs in fee simple, equally divided, share and share alike.

ITEM III.

In the event any child of mine shall have predeceased me or should die prior to taking hereunder, then the share of each child shall go, per stirpes to the children of said child, if any, and if none, shall be divided equally among my surviving sisters.

ITEM IV.

I do hereby constitute and appoint as Executrix of this Will, my daughter, STACY SWINNEY. However, in the event she should predecease me or

fail or cease to act as Executrix hereunder then I do hereby appoint my son, JAMES SWINNEY as successor Executrix.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal to this my Will, this ___day of _____, 19 ___.

_____(SEAL)
JENNIFER SWINNEY

Signed, sealed, published and declared by JENNIFER SWINNEY as and for her Last Will and Testament in our presence and we, at her request and in her presence, and the presence of each other, have hereunto subscribed our names as witnesses the day and year above set our names as witnesses.

_____residing at_____

_____

_____residing at_____

STATE OF Georgia, Bibb County

Civil Court of Bibb County

Personally appeared HENRY B. JACKS who on oath says that he is the Plaintiff, his Attorney At Law, or his Agent for Mae Conr & Associates Plaintiff herein, and according to Affiant's personal knowledge of the facts Susan Ann Rodgers defendant is justly indebted to said plaintiff in the sum of $ 500.00 Dollars principal, $ 50.00 interest, $ 75.00 Attorney's Fees and $ 10.00 cost and that said plaintiff has judgment obtained in suit No. 56189 of the Second Term, 19-- of the Civil Court of Bibb County and that Plaintiff has reason to apprehend the loss of said sum or part thereof unless process of garnishment issue in said case.

Sworn to and Subscribed Before me,

This 22nd day of June, 19--

Attorney for Plaintiff

Deputy Clerk, Civil Court of ___ County

APPROVED:

Judge, Clerk, Civil Court of ___ County

Copy of Summons to be Served by:

___ Sheriff
___ Other Method

GARNISHMENT - Affidavit

STATE OF GEORGIA

COUNTY OF BIBB

RETAINER AGREEMENT

In consideration of the legal services to be rendered by the law firm of MAE CONN AND ASSOCIATES, 3300 Macon Tech Drive, Macon, Georgia, in any claim that Donald E. Hollinger may have against the party, or parties, responsible for the personal injuries and/or property damage sustained by them on or about the 4th day of August 19 --In the County of Libb, State of Georgia, the undersigned do employ said attorneys to commence and prosecute such claim and do agree to pay them for their services a minimum fee of thirty-three and one-third percent (33 1/3%) of all amounts recovered by settlement or judgment. If a motion for a new trial, or a motion for judgment, notwithstanding the verdict, is filed by either side and argued, or an appeal is taken from the trial court judgment by either side, or if garnishment, levy or any other proceeding after judgment has to be brought to collect the judgement, or any portion thereof, the undersigned clients agree to pay said attorneys forty percent (40%) of the proceeds of the recovery. Said attorneys reserve the right to withdraw from said case when investigation reveals for the first time any facts which would have caused them to reject the case in the first instance, or if investigation reveals that defendant has no insurance coverage and is otherwise financially insolvent, and client has no uninsured motorist coverage, then in those events, within the prerogative of the attorneys, they may withdraw from said case at any time within the description of said attorneys for whatever reason said attorneys may desire to do so.

If no recovery is obtained, no fee shall be payable to said attorneys.

All necessary costs and expenses incurred in the handling of the claim shall be borne by the clients.

Said attorneys are hereby authorized to pay any unpaid medical expenses from the proceeds of this action.

The law firm of MAE CONN AND ASSOCIATES agrees that any settlement shall be subject to the approval of the client, and the client agrees not to compromise the claim without the consent of said law firm. Said attorneys are hereby authorized to take all action necessary to protect the client in the premises, including the filing of suit.

_____

_____

Employment accepted on the basis outlined above this 25thday of Aug., 19--

MAE CONN AND ASSOCIATES
Attorneys at Law

By:_____

3300 Macon Tech Drive
Macon, Georgia 31206

WARRANTY DEED

STATE OF GEORGIA, County of Bibb

This INDENTURE, Made this 15th day of June In the Year of Our Lord One Thousand Nine Hundred and (Current Year) between

J. PETER CHERRY

of the State of Georgia and County of Bibb of the first part,

and THOMAS P. MONROE

of the State of Georgia and County of Bibb of the second part,

WITNESSETH: That the said party of the first part, for and in consideration of the sum of Four Thousand ($4,000)--------Z---------- Dollars, in hand paid, at and before the sealing and delivery of these presents, the receipt of which is hereby acknowledged, has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell and convey unto the said part of the second part, its heirs and assigns, all that tract or parcel of land lying and being in Land Lot #257 of the 20th District of Bibb County, Georgia, Worthington Subdivision, City of Macon, and being known as Lot 357, Block 23, as shown by a map recorded in Plat Book 39, Folio 140, Clerk's office, Bibb Superior Court. There is on said property a house known under the present numbering as 7890 Cherry View Drive.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining to the only proper use, benefit and behoof of the said party of the second part, its heirs and assigns, forever, in Fee Simple.

AND THE SAID party of the first part, for his heirs, executors, and administrators, will warrant and forever defend the right and title to the above described property, unto the said party of the second part, his heirs and assigns, against the claims of all persons whomsoever.

IN WITNESS WHEREOF, the said party of the first part has hereunto set his hand and seal, the day and year above written.

Signed, sealed and delivered in presence of:

_____ _____(Seal)

_____ _____(Seal)

_____ _____(Seal)

STATE OF GEORGIA, County of Bibb

This INDENTURE, made this 1st day of June, In the Year of Our Lord One Thousand Nine Hundred and (Current Year) between

Brown Realty Company

of the State of Georgia and County of Bibb, of the first part,

and Robert Smith

of the State of Georgia and County of Bibb, of the second part,

WITNESSETH: That the said party of the first part, for and in consideration of the sum of Twenty Thousand ($20,000)-----Z------ DOLLARS, in hand paid, the receipt whereof is acknowledged, has bargained, sold, and by these presents does remise, convey and forever QUIT-CLAIM to the said party of the second part, its heirs and assigns, all that tract or parcel of land, lying and being in Land Lot #290 of the 12th District of Bibb County, Georgia, Cherry Brook Subdivision, City of Macon, and being known as Lot 222, Block 20, as shown by a map recorded in Plat Book 30, Folio 258, Clerk's Office, Bibb Superior Court. There is on said property a house known under the present numbering as 2222 Zelda Lane.

TO HAVE AND TO HOLD the said described premises to the said party of the second part, as that neither said party of the first part nor its heirs, nor any other person or person claiming under shall at any time, by any means or ways, have, claim or demand any right or title to the aforesaid described premises or appurtenances, or any rights thereof.

IN WITNESS WHEREOF, The said party of the first part has hereunto set its hand and seal, the day and year above written.

Signed, sealed and delivered in presence of

_____ _____ (Seal)
Tom T. Davis, Secretary

_____ _____ (Seal)
Brown Realty Company

_____ _____ (Seal)
Notary Public, Bibb County, Georgia

QUIT-CLAIM DEED

NOTE SECURED BY REAL ESTATE, VARIABLE INSTALLMENTS

$ $40,000 Macon, Georgia, July 4 19--

FOR VALUE RECEIVED, WE promise to pay to the order of

MARCO L. VANDIVER the principal sum of

Forty Thousand----------Z--------- ($40,000)DOLLARS,

in legal tender of the United States, with interest thereon from date at the rate of fifteen (15 %) per centum per annum, on the unpaid balance until paid, in 360 installments, as follows: Monthly installments, including principal and interest of One Hundred Eleven and 12/100 Dollars ($111.12) due on the first day of each month beginning on the 1st day of August, 19--.

Principal and interest are payable at: MACON, GEORGIA or at such other place as the holder hereof may designate in writing.

Should any installment not be paid when due, or should the maker, or makers, hereof fail to comply with any of the terms or requirements of a security deed of even date herewith, conveying title to real property located in MACON, GEORGIA----------Z---------- as security for this indebtedness, the entire unpaid principal sum evidenced by this note, with all accrued interest, shall, at the option of the holder, and without notice to the undersigned, become due and may be collected forthwith, time being of the essence of this contract. It is further agreed that failure of the holder to exercise this right of accelerating the maturity of the debt, or indulgence granted from time to time, shall in no event be considered as a waiver of such right of acceleration or estop the holder from exercising such right.

In case this note is collected by law, as through an attorney at law, all costs of collection, including fifteen per centum (15%) of the principal and interest as attorney's fees, shall be paid by the maker hereof.

And each of us, whether maker, endorser, guarantor, or surety, hereby severally waiver and renounces, for himself and family, any and all exemption rights either of us, or the family of either of us, may have under or by virtue of the Constitution or laws of Georgia, or any other State, or the United States, as against this debt or any renewal thereof; and each further waives demand, protest and notice of demand, protest and non-payment.

This contract is to be construed in all respects and enforced according to the laws of the State of Georgia.

PREPAYMENT PRIVILEGE:

WITNESS hand and seal _____(Seal)
Linda J. Akers

_____(Seal)
Paul M. Akers

(Simply type in appropriate information.)

CLIENT WORK SHEET

CASE: _____

CONFERENCE DATE: _____ SOURCE: _____

GENERAL

Injured's Name: _____

DOB: _____ SS# _____

Spouse/Parent: _____

DOB: _____ SS# _____

Mailing Address: _____

Home Phone: _____ Business Phone: _____

Defendant's Name and Address: _____

_____

Other Defendants: _____

_____

Date of Accident: _____ Location: _____

Date of Limitation: _____ Report of GSP/PD: _____

Witnesses: _____ Phone: _____

_____ Phone: _____

Other Occupants of Vehicle: _____

_____

Remarks: _____

VEHICLES

Plaintiff:

Operator of Car _____ Model/Make _____
Owner of Car _____
Location _____ Photos (Yes/No) _____
P/D Claim (Yes/No) _____ Other _____

Defendant:

Operator of Car_____ Model/Make_____
Owner of Car_____
Location_____ Photos (Yes/No)_____

Other Vehicles_____

INSURANCE

Client's Company:_____
On Notice (Yes/No)_____ Coverage: Liab.____ UM____ MP____ Col.____
Adjuster:_____ Phone:_____
Other Insurance/Other Adjuster:_____

Defendant's Company:_____
On Notice (Yes/No)_____ Coverage: Liab.____ UM____ MP____ Col.____
Adjuster:_____ Phone:_____
Limits:_____

Insurance Remarks:_____

MEDICAL

Hospital	Address	Treatment Dates

Doctor (Specialty)	Address	Treatment Dates

Nature of Injuries:_____

Prior Hospitalization, Injuries, or Related Medical History:_____

EMPLOYMENT

Employer: _____

Supervisor: _____

Job: _____ Earnings: _____

Dates of Absence: _____

STATEMENTS

At Scene: _____

_____

_____

To Adjuster: _____

_____

Other: _____

_____

Traffic Charges: _____

Against Whom: _____ For What: _____

Disposition: _____ SRL3 Filed (Yes/No) _____

REMARKS/NOTES/EXPLANATIONS

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

(Simply type in appropriate information)

REQUEST FOR HEARING

CLAIMANT

NAME NUMBER (Leave blank if same as above)

SOCIAL SECURITY NUMBER

SPOUSE'S NAME AND SOCIAL SECURITY NUMBER
(Complete ONLY in Supplemental Security Income Case)

(Check One)
Initial Entitlement ___ Termination or other Post-Entitlement Action ___

Type Claim (Check ONE)

Retirement or Survivors----------Only ___ (RSI)
Disability, Worker or Child--------Only ___ (DIWC)
Disability, Widow or Widower-------Only ___ (DIWW)

SSI, Aged-------- Only ___ (SSIA) With Title II Claim ___ (SSAC)
SSI, Blind--------Only ___ (SSIB) With Title II Claim ___ (SSBC)
SSI, Disability---Only ___ (SSID) With Title II Claim ___ (SSDC)
Other (Specify) _____

I disagree with the determination made on the above claim and request a hearing. My reasons for disagreement are:

Check one of the following:

___ I have additional evidence to submit.

___ I have no additional evidence to submit.

Check ONLY ONE of the statements below:

___ I wish to appear in person.

___ I do not wish to appear in a hearing. I request that a decision be made on the basis of the evidence in my case.

Signed by: (Either the claimant or representative should sign. Enter addresses for both.

SIGNATURE OR MARK OF CLAIMANT'S REPRESENTATIVE — ATTORNEY — NON ATTORNEY

ADDRESS

CITY, STATE, AND ZIP CODE

TELEPHONE NUMBER

or

DATE:

(Claimant should not fill in below this line)

CLAIMANT'S SIGNATURE

ADDRESS

CITY, STATE, AND ZIP CODE

TELEPHONE NUMBER

TO BE COMPLETED BY SOCIAL SECURITY ADMINISTRATION

Is this request timely filed? ___ YES ___ NO

If "No" is checked: (1) Attach claimant's explanation for delay. (2) Attach any pertinent letter, material, or information in the Social Security Office.

Interpreter Needed _____ (Language)

ACKNOWLEDGMENT OF REQUEST FOR HEARING

This request for hearing was filed on _____ at _____

The Administrative Law Judge will notify you of the time and place of the hearing at least 10 days in advance of the hearing.

HEARING OFFICE COPY

TO:

___ Hearing Office _____ (Location)

___ _____ (Location) Claims involving SSI or combined SSI-RSDI

___ Supplemental Security Income File Attached

For the Social Security Administration:

By: _____ (Signature)

_____ (Title)

_____ (Street Address)

_____ (City, State, and Zip Code)

_____

Servicing Social Security Office Code _____

CLAIM FILE COPY

TO:

___ HEARING OFFICE

CLAIM File(s) Requested by Teletype to _____ (Location)

___ ACO (SSP)

BEST COPY AVAILABLE

(Simply type in appropriate information.)

AUTHORIZATION FOR MEDICAL INFORMATION

Macon, Georgia

Dated_____

TO WHOM IT MAY CONCERN:

This authorizes the physicians, hospital and all medical attendants to furnish full and complete medical reports, charges and information hereby requested by the law firm of MAE CONN AND ASSOCIATES, or to any representative, attorney, or investigators from said firm, and especially any and all medical reports concerning injuries received as the result of an accident which occurred on the _____day of _____, 19___; this authorization also includes examination of all hospital records, X-ray film, and furnishing of any information including opinions, which will aid the said attorneys in the prosecution of claims against the insurance carriers and others for injury sustained. The said law firm has been retained to represent me in connection with the claim and to take all necessary steps to secure the collection thereof.

Your full cooperation with my attorneys is requested. You are further requested to disclose no information to any insurance adjusters or other persons without written authority to do so. ALL PRIOR AUTHORIZATION IS HEREBY CANCELED.

_____
PATIENT

_____
WITNESS

MAE CONN AND ASSOCIATES

Balance Sheet

June 30, 19--

Assets		
Cash	$240,215.00	
Petty Cash	135.00	
Accounts Receivable	28,400.00	
Supplies	850.00	
Office Equipment	10,200.00	
Office Furniture	12,500.00	
Total Assets		$292,300.00
Liabilities		
Accounts Payable		$ 22,050.00
Notes Payable		20,250.00
Total Liabilities		$ 42,300.00
Capital		
Mae Conn, Capital		250,000.00
Total Liabilities and Capital		$292,300.00

MAE CONN AND ASSOCIATES

Income Statement

For Quarter Ended June 30, 19--

Revenue		
Legal Fees		$51,145.35
Expenses		
Rent Expense	1,500.00	
Utilities Expense	1,475.25	
Salaries Expense	27,100.00	
Supplies Expense	174.65	
Insurance Expense	122.10	
Delivery Expense	25.75	
Miscellaneous Expense	52.25	
Travel Expense	995.35	
Entertainment Expense	450.00	
Total Expenses		31,895.35
Net Income		$19,250.00

MAE CONN AND ASSOCIATES

Capital Statement

For Quarter Ended June 30, 19--

Mae Conn, Capital, April 1, 19--		$240,850.00
Net Income for Quarter Ended June 30, 19--	19,250.00	
Less Withdrawals for Quarter Ended June 30, 19--	10,100.00	
Net Increase in Capital		9,150.00
Mae Conn, Capital, June 30, 19--		$250,000.00

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

May 1, 19--

Honorable P. H. Hyden
Administrative Law Judge
813 Southern Trust Building
Macon, GA 31201

Dear Judge Hyden:

RE: Thomas Holmes
Social Security No. 354-68-9687

Enclosed is our petition to obtain approval to charge a fee for representing the above-named claimant along with a copy of our retainer agreement.

The claimant's first check for his Social Security benefits is in the amount of $1,958.48. We are requesting approval to charge a fee of 25 percent of the past due benefits, or $489.62.

By copy of this letter, we are sending claimant's copy of our petition to obtain approval of this fee to him.

Very truly yours,

Mae Conn
Attorney at Law

MC

xx

Enclosures

cc Thomas Holmes